

SKILLS, STRENGTHS & ACCOMPLISHMENTS - FEEDBACK WORKSHEET

Interview Date _____
Person Interviewed _____
Phone _____
E-mail _____
Relationship _____

Start off your interview by letting your interviewee know what you are looking for and how you will use the information.

Example:

I'm putting together my resume and since we've worked together on _____, I thought you might be able to help me by sharing your observations of skills you saw me use, or personal qualities I displayed that would be important to a potential employer.

In the work we did together, what skills did you see me use?

_____	_____
_____	_____
_____	_____

What would you say are some of my strengths that would be important to a prospective employer?

_____	_____
_____	_____
_____	_____

Can you recall examples where my skills and strengths made a difference to the outcome of our work?

I am currently thinking about jobs related to _____.

Hint: if you have a specific job posting or description, share it with your interviewee.

What ideas do you have about which skills, strengths and/or accomplishments I should highlight in order to be considered for this kind of position?

Do you have any other comments or suggestions that might help me?

THANK YOU!!